

12.190 POLICE SUBSTATIONS

Reference:

Procedure 17.110 – Requisition and Inventory Control: Equipment Supplies, and Services

Manual of Rules and Regulations

Purpose:

To identify a location within the community to work in partnership with the citizens and provide access to police services.

To ensure every substation is properly acquired and maintained.

Policy:

The use of the substation is for official Police Department business. Only authorized persons on official business are permitted in the substation. Any real estate in which Police Department personnel or their immediate family have any financial interest will not be considered for use as a substation. District supervisors will conduct random inspections to ensure procedural compliance.

Information:

The Neighborhood Squad Sergeant is the official Department contact with the property owner. The Police Department will consider a site for a substation based on the following criteria/conditions:

- Twenty-four hour accessibility
- Restroom accessibility
- Decals or other signage identifying facility as a Cincinnati Police Department substation must be visible from the outside. The Cincinnati Police Department will provide decals.
- Provide one telephone for police use.
- Provide one desk, two chairs and a filing cabinet.
- Provide keys to utilities and all access doors.
- Provide general building maintenance.
- Nothing in this procedure precludes the provision of items by sources other than the property owner, upon approval from the Police Chief.

Procedure:**A. Approval Process**

1. The Neighborhood Squad Sergeant will conduct the initial site assessment of the prospective substation and complete the Substation Request Form (Form 17SS). Submit, Form 17SS with recommendations from Neighborhood Squad Sergeant, via chain of command.
2. The District Commander will review the Form 17SS and forward with recommendations to the Patrol Bureau Commander.
3. The Patrol Bureau Commander will review the Form 17SS and forward with recommendations to the Police Chief.

B. Use of Facility

1. Police personnel will notify Police Communications Section (PCS) of a directed patrol while at a substation.
2. Police personnel will notify the Neighborhood Squad Sergeant of any deficiencies or problems that exist.

C. Access Keys/Alarm Codes

1. The Neighborhood Squad Sergeant will determine distribution of keys/alarm codes to beat personnel. Upon transfer from a district all police substation keys will be returned to the Neighborhood Squad Sergeant.
2. The Neighborhood Squad Sergeant will ensure that all key(s)/alarm code(s) are available for:
 - a. All District Supervisors
 - b. Inspections Section

D. Substation Inspections

1. Shift supervisors will conduct random inspections of police substations.
2. The Neighborhood Squad Sergeant will conduct monthly inspections of all substations.
 - a. The Neighborhood Squad Sergeant will complete a Form 17 MS, Monthly Substation Form and a Form MSI, Monthly Substation Inspection Checklist. These forms must be completed by the 15th of each month, noting the results of the monthly inspection.
 - 1) Forward the Form 17MS and the Form MSI with comments to the District Commander for approval.

- b. Maintain the original Form 17MS and Form MSI at each district for random access by Inspections Section.
- c. Forward a copy of Form 17MS and attached to Form 17MS a Form MSI, Monthly Substation Inspection Addendum for each substation to COP Coordination Unit.